

**Kirsten Baesler**  
State Superintendent  
  
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Deputy Superintendent



600 E Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440  
Phone (701) 328-2260  
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[www.nd.gov/dpi](http://www.nd.gov/dpi)

## **McKinney-Vento Education of Homeless**

### **Sample LEA Dispute Resolution Policy Template**

Federal regulations require that the \_\_\_\_\_ Public School adopt procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Act.

If the dispute arises over eligibility, school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute [(PL 107-110, Section 722(g)(3)(E)(iv)]. Enrollment is defined as “attending classes and participating fully in school activities.”

The school must refer the student and parent or guardian to the district’s homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure that the dispute resolution process is also applicable to unaccompanied youth.

Any individual who believes that the \_\_\_\_\_ Public School has violated the regulations or law governing the McKinney-Vento Act should submit a detailed statement of facts supporting the allegation to the \_\_\_\_\_ Public School District’s Superintendent. The Superintendent shall investigate the complaint and provide the individual with the school’s decision regarding school selection or enrollment within thirty (30) days. This response must include information on their right to appeal the school’s decision [PL 107-110, §722(g)(3)(E)(ii)]. The written explanation shall be complete, as brief as possible, simply stated, and provided in a language that the parent, guardian, or unaccompanied youth can understand.

If the dispute remains unresolved at the district level or is appealed, then the district’s homeless liaison shall forward all written documentation and related paperwork to Department of Public Instruction: at the state level via mail or email to:

Department of Public Instruction  
600 E. Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

Any complaint must include the following:

- The date;
- The name of the school district, unit, or individual the complaint is against;
- The name, address, and telephone number of the individual filing the complaint;
- A detailed description of the complaint, including specific facts; and
- The signature of the person making the complaint.

When a written complaint is filed, the Department of Public Instruction will investigate and issue a written response within sixty (60) calendar days from the date the complaint is received. The Department of Public Instruction will notify the LEA, school, and parent of the final school selection or enrollment decision.

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Reconsideration:

If the complaint is not resolved to the satisfaction of the individual, the individual may forward a complaint to:

The Secretary of Education  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208